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HOSPITAL AND TRAINING SCHOOL ADMINISTRATION

IN CHARGE OF

ALICE SHEPARD GILMAN, R.N.

A SYSTEM FOR RECORDING ILLNESSES OF PUPIL NURSES

The following record system has been installed in two training schools; it is intended to give an accurate picture of the health of the student during her entire course of training, also of the daily condition of the school, number off duty, at special clinics, weight, etc.

When a student reports to the infirmary or, in a smaller school, to the training school office, as ill, a slip resembling that labelled No. 1, in the accompanying illustration, is made out for her. These slips come in block form and a piece of carbon paper is placed between two of the sheets, thus making a duplicate. One slip is left on the principal's desk and the other is placed in a box containing the following sections: Casuals, Admitted, Under Treatment Off Duty, Under Treatment On Duty, Discharged. The slip is placed in the compartment marked "Casuals," unless the student's condition is such that she is to be admitted to the infirmary before the doctor has seen her, in which case the slip is placed in the compartment, "Admitted." All slips placed under "Casuals," remain there until the doctor has seen the student and made a decision regarding her treatment. The slip is then placed under one of the other sections, having been properly filled out. In this way information is always available regarding the number of nurses admitted to the hospital or infirmary, how many are going to special clinics, what the conditions are, and how many are off duty but not admitted. At the end of the month a summary may be made of the health conditions of the school. The slips for admission and for special clinics are then destroyed as they have been supplanted by the permanent clinic and disease cards. The slips for casuals, however, are filed in another box, alphabetically, and may be referred to in case of any complication arising. In this manner one has complete data for every nurse who has had any complaint during her course.

No 2, Disease Card, is a permanent card, made out from the complaint slip, one for each student admitted as ill. These are filed alphabetically and all notations are made under the headings indicated on the card. If the student is re-admitted to the infirmary, from time to time, the same card is used and at the end of the course, the information is transferred to the permanent health record. This

No. 1 COMPLAINT CARD

Time	Date

Name

Complaint

Seen by

Referred to

Diagnosis

Trestment

Admitted Discharged

No. 4

WEIGHT CARD

FIRST YEAR	D or N	DUTY	WEIGHT	SECOND YEAR	D or N	DUTY	WEIGHT	THIRD YEAR	D or N	DUTY	WEIGHT

No. 3 CLINIC CARD

Name

Date	Condition	Clinic	Treatment	M.D.	Disch'ge

No. 2 DISEASE CARD

Name

Disease	Date Off	L. A.	Date On	Days Off

Note—The reverse side of this card has columns headed: Urinalysis, Blood Analysis, X-Ray and Miscellaneous.

Address nearest relative or friend

Typhoid Vaccine	Date		Date		Date		Remarks and Complications
Widal							
Shick							
Antitoxin							

No. 5

INFIRMARY CHART

Name *Admitted*

Date																																										
Hour	8	12	4	8	12	4	8	12	4	8	12	4	8	12	4	8	12	4	8	12	4	8	12	4	8	12	4	8	12	4	8	12	4	8	12	4	8	12	4	8	12	4
106																																										
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97																																										
96																																										
P																																										
R																																										
Urine																																										
Def.																																										

Diet							
Med.							
Treat.							
N. Notes							

No. 6

DAILY REPORT

*Date*_____

Admissions	Temp	Pulse	Resp

Discharges	Remarks
Infirmary Patients	

New Orders	Discontinued Orders
Note—The reverse side of this chart has headings Casuals, Referred to Clinics and Under Treatment	

card is very valuable to the physician in charge, as all data regarding the previous illnesses of each nurse are there for immediate reference.

No. 3. If the student does not need to be admitted to the hospital, but is referred to a specialist, card No. 3 is made out from the complaint slip and the student calls for this on her way to the clinic. The physician records what treatment she has received and what her condition is. The card is then returned to the training school office or infirmary for reference for the physician in charge of sick nurses and the principal of the school. This card is also used by students who have been discharged as patients, but who need care at regular intervals, perhaps for a complication of the primary disease.

No. 4. The weight card is made out for the three years. The student weighs herself each month and records the result at a central place, stating whether she is on day or night duty, and the service. If there is a loss of more than three or four pounds in any one month, or if there is a gradual decrease over a longer period, the student is asked to report, is referred to a physician, and the cause of the loss is located and corrected before she gets into a run down condition. We feel that this is a precautionary measure which, if properly carried out, will keep many nurses on duty who would otherwise report off, ill. It also provides an opportunity for making comparisons between the effect of day and night duty and of the special services.

No. 5, Infirmary Chart. This chart is used for nurses who remain in the infirmary or hospital for a short time, as for tonsils or other minor operations. It summarizes the condition and treatment, is easy to file alphabetically, and eliminates the use of the ward chart with its many sheets.

No. 6. The Daily Report Sheet is used for the nurses in schools where there are large numbers of students, with many reporting to the infirmary for treatment. One side is used for nurses who are admitted to the infirmary and the other for the casuals and those referred to clinics. One sheet is used for twenty-four hours, the day nurses' report being recorded in black ink and the night nurses' in red. The sheets are kept in a loose leaf, clamp back, note book and are destroyed each month.

Training schools, like other institutions, must come to realize that detailed facts are as necessary as in any line of commercial activity and that, sooner or later, we shall be required to give an accounting, not by general conclusions, but by definite figures, of just what we are doing and how we are doing it. This system requires very little extra time if kept up to date each day, and one person should be held responsible for it.